

CONFIDENTIAL

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500090043-9

Bi-Weekly Report Ending 5 March 1962  
from  
FORMS ADMINISTRATION

*Handwritten signature and date: 3/1/62*

1. Contributions

a. Tangible

- (1) Approved 10 new and 5 revised forms.
- (2) As a result of investigation, found Information Reports, Form Nos. 1A and 1A1 faulty. The manufacturer has agreed to replace these forms having an estimated value of \$3500.00 [redacted]

25X1

b. Intangible

- (1) Have received complaints from DD/P [redacted] indicating that first box containing approximately 1500 NCR sets of Form 44L show evidence of being faulty. The Serial Nos. through some sets do not match, and <sup>are</sup> reversed from bottom to top on certain parts. An effort is presently being made to determine to what extent this condition exists. When known, claim will be made against the manufacturer, Standard Register, for these unsatisfactory forms. [redacted]
- (2) Submitted to Office of Logistics/Supply Division draft #5 of the combined Requisition and Shipping Document. A meeting will be held on 8 March with [redacted]
- (3) Presently designing 6 IBM Time Cards to be used in the Office of Security "Kidde Ultrasonic Security Alarm Console". This console will monitor at all times the secured areas and vaults at Headquarters resulting in:

25X1

25X1

25X1

(a) Ability to detect and annunciate penetration or entry;

(b) Rapid response and conscientious recording and investigation of all alarms;

(c) Establishment of proper equipment tests, and maintenance procedures.

The 6 Cards being designed will be used in the Control Room on the Console with a time clock to record date, hour and minutes for the following records:

(a) Security Alarm Record - for special alarms which require investigation, i.e., failure to ~~test~~, failure to close, etc.

*TEST*

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500090043-9

CONFIDENTIAL

**CONFIDENTIAL**

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500090043-9

(b) Regular openings and closing - used for regular working hours and days of an office.

(c) Irregular Opening and Closing - such as weekends, holidays, etc.

(d) Closing Time - when closing time varies each day, i.e., Monday and Wednesday at 16:30, Tuesday, Thursday and Friday at 17:30.

(e) Late Closing - indicates when permission given for extending regular closing time.

(f) Identification Record - list/<sup>of</sup>all authorized custodians and assignment of code numbers.

In addition, 288 1 3/4" x 1 3/4" cards will be made up to fit in slots of the console to identify each area.

25X1

2. News

- a. The number of currently active CIA forms being used is 1579. The number of other agency forms being used is 208. The combined total is 1787 active forms.



25X1

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500090043-9

**CONFIDENTIAL**